

EDGEFIELD COUNTY EMERGENCY MANAGEMENT AGENCY

Temporary Part-time Secretary

Edgefield County Emergency Management Agency is seeking qualified applicants to fill the position of Temporary Part-time Secretary. Job requirements consist of being responsible for implementing and managing community emergency response teams (CERT), as well as Emergency Operations Plans; administering and seeking grants for emergency services and other county agencies and other duties as required. Minimum requirements include a high school diploma or equivalent, basic computer skills, prior training in grant writing and office administration a plus, should have training in NEMS, EMS and Fire Services. Clerical accuracy and the ability to communicate courteously and effectively are essential job skills. The salary range for this position is \$8 to \$10 per hour depending on qualifications. Hours are flexible. Edgefield County conducts pre-employment testing for the use of illegal substances, as well as criminal background checks. The deadline for applications is January 15, 2007. Applications may be obtained at the Edgefield Government Building, 124 Courthouse Square, Edgefield, SC.

EQUAL OPPORTUNITY EMPLOYER